

## CHAPTER 2: I. CATALOGING AN ARCHEOLOGY OBJECT

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❖ Mandatory Field

# Must complete either Item Count or Quantity

+ Must enter Field Site Number, State Site Number, Site Name, or Within Site Provenience. The program enters 'Not Provided' in all these fields if you do not complete at least one of these fields.

@ The program enters 'Not Provided' if you do not complete this field

# I. CATALOGING AN ARCHEOLOGY OBJECT

## A. Overview

---

1. *What types of objects do I catalog as archeology?*

Catalog all items recovered as a result of archeological techniques, including surface collection and dry land and underwater excavation, as archeology.

**Note:** Catalog archeological field notes as archives. Refer to Section II in this chapter for specific instructions on cataloging archives.
2. *Where can I find information on cataloging?*

Refer to the *Museum Handbook*, Part II (*MH-II*), Chapter 3, Cataloging, or the *Museum Property Handbook*, Volume II (*MPH-II*), Chapter 3, Cataloging, for general information on cataloging objects. Refer to your site-specific cataloging procedures, if available.
3. *How many screens does an archeology record have?*

The basic catalog record consists of five screens:

  - registration (for basic collections accountability data)
  - catalog (for descriptive data)
  - provenience/manufacture (prov/manf) (for data on where the object was found and made)
  - archeology specialty (discipline-specific screen for descriptive data)
  - unit (for unit-specific data that the user defines)

In addition, there are numerous supplemental record screens that can relate to the catalog record. Refer to Chapter 3, Supplemental Records.
4. *How will I know which data are mandatory?*


The instructions in this manual and the on-line help will indicate which fields are mandatory. If you do not enter data in a mandatory field, the program will do one of the following:

  - not allow you to save the catalog record, *or*
  - enter "Not Provided" in the field
5. *What if I have unverified data?*

It is important to distinguish between unverified data and documented fact. Use a question mark "?" or "(att)" for attributed, to indicate data that are probable but not certain.
6. *Do I have to complete every field?*

Not every object will be sufficiently documented to allow completion of all fields. If information is not known, leave the field blank.
7. *How do I add to or change information on an existing catalog record?*

To modify a record:

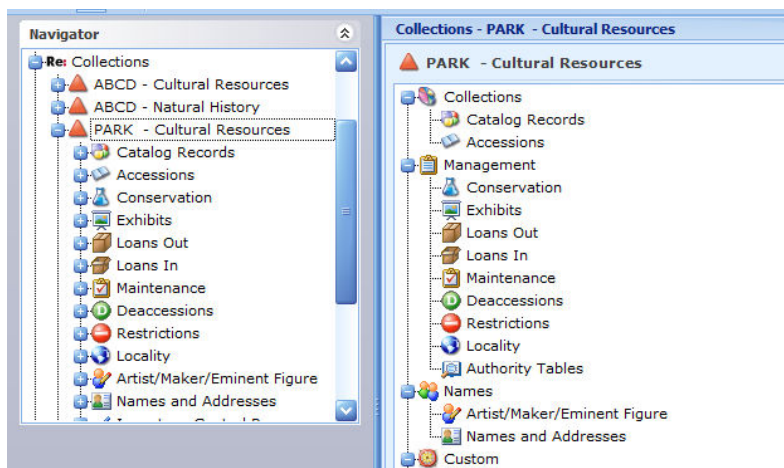
  - click on the modify icon  on the button bar, *or*
  - go to Edit on the menu bar and choose Modify This Record from the pull-down menu, *or*
  - press the F10 key



A new window will open and you will see "Modify Mode" in the lower- right corner. You can then modify and save the record.

## B. Adding an Archeology Record

### 1. How do I get to my cultural resources records?

To access your cultural resources records:




- From the Home Page or Navigator, double-click on Collections, or expand the tree view for Collections by clicking the  icon in front of it (if it is already expanded you will see the  icon).
- At the Collection Directory Page (or under Collections in the tree view), double-click on the Cultural Resources directory for your unit.
- At the Cultural Resources screen, double-click on Catalog Records.

You should see the first record in your cultural resources database in the Record Pane on the lower right.

### 2. How do I get to my archeology records?

To view all your archeology records together:

- On the button bar, click on the Sort pull down menu  and select By Class 1, *or*
- click on Record on the menu bar, go to Sort, and on the list of sorts select By Class 1


The List Pane will change to show 'Class 1' in the first column. The program has sorted the cultural resources records by Class 1.



Collections - PARK - Cultural Resources - Catalog Records			
Drag a column-header here to group by that column			
Class 1	Catalog #		Object, Object(NOM)
ARCHEOLOGY	PARK 16		UTILIZED/RETOUCHED FLAKE
ARCHEOLOGY	PARK 17		MICROBLADE
ARCHEOLOGY	PARK 18		GENERALIZED BIFACE
ARCHEOLOGY	PARK 19		GENERALIZED BIFACE
ARCHEOLOGY	PARK 20		GENERALIZED BIFACE
ARCHEOLOGY	PARK 21		GENERALIZED BIFACE
ARCHEOLOGY	PARK 22		GENERALIZED BIFACE
ARCHEOLOGY	PARK 23		MISCELLANEOUS KNIFE
ARCHEOLOGY	PARK 24		END SCRAPER

To see the archeology records:


- click on any record in the Class 1 column of the List Pane and type "A", *or*

- click on the Find icon  on the button bar and type “Archeology” in the Find box

This will bring you to the Archeology records. To view a record, click on the row in the List Pane and that record will appear in the Record Pane below.

3. *How do I add an archeology record?*

To add a new record:

- click on the add icon  on the button bar, *or*
- go to Edit on the menu bar and choose Add New Record from the pull-down menu, *or*
- press the F9 key

A new window opens. “Add Mode” is indicated in the lower right of the status bar. You can then add and save a record.

4. *How do I move through the record?*

***Within the Field***

Press the Home key to get to the beginning of a field or the beginning of a line of text in a memo field. Press the End key to get to the end of the text in a field or the end of a line of text in a memo field.

***Field to Field***

Press the Tab key to go from field to field. Shift-Tab will take you back one field. You can also move the mouse pointer to the field and single-click.

***Page to Page***

To move from page to page within a record:

- click on the page tabs at the top of the record, *or*
- press Ctrl-R (previous page) or Ctrl-N (next page), *or*
- go to View on the menu bar and choose Previous Page or Next Page


5. *How do I access the supplemental records?*

To access supplemental records:

- click on the Supplemental Information tab on the catalog record, *or*
- press the Left and Right arrow keys (if the page tabs are already selected), *or*
- press Ctrl-R or Ctrl-N until the page you want

6. *How do I cancel a record?*


To cancel the record without saving the data:

- click on Cancel on the lower right corner of the screen, *or*
- click on the Cancel icon  on the button bar, *or*
- go to File on the menu bar and select Cancel

7. *How do I save a record?*

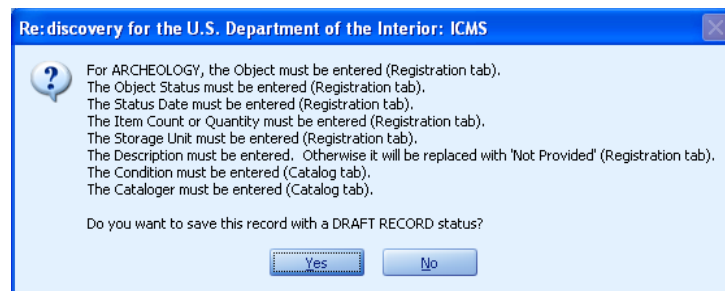
To save a record:

- click Save and Close on the lower right corner of the screen, *or*


- click the Save and Close icon  on the button bar, *or*
- go to File on the menu bar and select Save and Close

**Note:** You can also use the Save option instead of Save and Close. Save leaves the record window open in View mode after saving while Save and Close closes the record window after saving.

If you have not entered data in all the mandatory fields, the program will prompt you to enter the data. The message will list all required fields that have not been completed. The program then asks if you want to save the record as a draft.



***If you choose... Then the program...***

- |             |   |
|-------------|---|
| <p>Yes,</p> | <p>prompts you for tracking information for location, condition, and catalog notes (see Section D). You can choose not to update the supplemental information for these or enter the information. The program then enters "Draft Record" in the Object Status field and saves the record. <b>Note:</b> The program won't allow you to save a draft record if you have a duplicate catalog number.</p> |
| <p>No,</p>  | <p>returns you to the screen to complete the mandatory field(s). <b>Note:</b> The mandatory fields will be marked with  to indicate which fields are required.</p>   |

***Remember to update the Object Status field for all draft records. A draft record is not an official record. The CMR doesn't count draft records. For NPS, the National Catalog doesn't count or print draft records.***

- |  |  |
|--|--|
| <p>8. <i>What are the Images and Multimedia tabs at the top of the catalog record?</i></p> | <p>You can attach and display many images of the object on the Images tab. The Multimedia tab allows you to attach other media files such as video and sound clips, documents, spreadsheets, pdf files, etc. Refer to Appendix G in this manual for information on Imaging and Multimedia.</p>   |
| <p>9. <i>What is the Associations tab?</i></p>   | <p>You can create and view Associations (groupings) between different Catalog Records, including those in different directories and modules within ICMS. This is useful if you have items in different directories that are related by subject matter. For example, if you have catalog records in a Cultural Resources directory and a Natural History directory for items collected by the same person and archival documentation about that collection, you can create an association between them.</p> |

You can create associations between the follow types of records in ICMS:

- Collections Module: Catalog Records
- Archives Module: Collection Level Records, Series Level Records, File Unit Level Records, and Item Level Records

Refer to Chapter 6, Section IX, Associated Records.

10. *Why does the same Description field appear on most of the tabs?*

The program displays a few lines of the Description field at the top of each of the catalog record's pages, with the exception of the discipline-specific page. You can enter data into any of the screens where the Description field appears and you will see the data you entered on all the screens that have the Description field.

11. *What are the catalog number and date in the upper right corner?*

The catalog number identifies the record. It appears as soon as you enter the number in the Catalog # field. The log date appears when you save the record. It indicates the date the record was entered into the computer.

12. *Can I access the Art and Architecture Thesaurus (AAT) when I'm cataloging?*

Yes. You can access the AAT from any memo field by right-clicking and choosing Browse Lexicon. Refer to Appendix E: Lexicons, for additional information on using the AAT with ICMS.

## C. Field-by-Field Instructions

1. *How do I complete the data fields on the registration screen?*

Follow the field-by-field instructions for completing the fields on the registration screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

**Note:** Fields marked with a ♦ in this manual are mandatory fields. You must complete these fields.

***Remember to enter an accession record for the catalog record before you begin to catalog. Refer to Section I of Chapter 4 for information on entering accession records. You can access the accession record from the catalog record as you enter the catalog data by clicking the Accession link.***

❖ *Controlled Property*  
(Ctrl Prop)

Logical Y/N field. **To save the record, you must complete this field.**

Type "Y" or "N." You can click on the arrow to see a pull-down menu of Y or N. Highlight the entry you want and single-click or press the Enter key.

Select "Y" (Yes) for controlled property. You must designate the following types of objects as controlled property:

- objects with a value of \$1,000 or more
- firearms
- incoming loans (with the exception of incoming loans to repositories)
- objects especially vulnerable to theft, loss, or damage

Select "N" (No) for non-controlled property.

❖ *Classification Line 1*  
(Class 1)

Bureau controlled table (F5). **To save the record, you must complete this field.** You may not add to, delete, or modify the terms in this table.


Enter: ARCHEOLOGY

Type "A" and the program will autofill the entry. Or you can press the F5 key or click the down arrow icon to view and select 'ARCHEOLOGY' from the table. The Archeology discipline tab will become active at the top of the record after you tab to the next field.

**Note:** Catalog field notes as Archival and Manuscript Collections. Refer to the ICMS User Manual, Chapter 2, Section II, and the DOI *Museum Property Handbook*, Volume II, Appendix C: Historical and/or Scientific Document Collections, or the NPS *Museum Handbook*, Part II, Appendix D: Archival & Manuscript Collections.

❖ *Classification Lines 2-4*  
(Class 2, Class 3, Class 4)

Bureau Classification Term lexicon. **To save the record, you must complete these fields.** You may not add to, delete, or modify the entries for these fields.

Choose an entry from the Bureau Classification Term lexicon for each field by typing the entry, or pressing F5 or clicking the lexicon icon  next to the field and selecting the term from the lexicon. The archeology classification lines are based on the NPS system for classifying archeology. The entries are taken from the *MH-II*, Appendix E: Archeology. Refer to the Appendix E: Lexicons in this manual, for additional information on lexicons.

The NPS system uses a general time period--prehistoric or historic [before and after European contact], or unknown--and a material of manufacture for classifying archeology objects. You can classify objects made of more than one material as "Composite" or by the major material.

Classification line 2 is the time period. Classification line 3 is a general material category, such as vegetal. Classification line 4 is a specific material, such as glass. Classification line 4 entries are dependent upon classification line 3 entries. Refer to the *MH-II*, Appendix E: Archeology, for instructions on the NPS classification system for archeology objects.

*Composite Classification*

You may classify objects made of more than one material by the major material, or enter "Composite" in classification line 3.



***If...***

you enter COMPOSITE in  
classification line 3

***Then...***

you can enter more than one  
material in classification line 4

Enter "Composite" in classification line 3, and tab to classification line 4.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

❖ ***Object Name***  
***(Object)***

User-built, stacked table (F5, Ctrl-F5, F12). **To save the record, you must complete this field.**

Enter the name of the object. There is no required lexicon for naming archeological objects.

Choose entries from:

- a unit-specific object name list
- the recommended object name list for prehistoric objects in the NPS *MH-II*, Appendix E: Archeology (adapted from the Arizona State Museum)
- *Nomenclature 3.0 for Museum Cataloging: Third Edition of Robert G. Chenhall's System for Classifying Man-Made Objects (Nomenclature 3.0)* for a list of suggested object names for historic archeological material.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An

additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *Key Descriptor (Key Descript)*

Memo field (F12 to expand).

Enter key descriptive information that would be useful to have in alphabetized lists. You can sort the entries in this field. Choose the sort from the pull-down menu on the button bar or from the Record – Sort menu.

It is important to consider what type of key descriptive data you will enter for each type of object. Consistent data entry in this field will make lists and reports easier to use. For example, key descriptor data for a projectile point might include the type, stem, notching, and wear pattern.

Example: Object Name: Projectile Point  
Key Descriptor: Triangulate, stemmed, notched, flaked edges  
Object Name: Sherd  
Key Descriptor: Santa Fe B/W, bowl

Leave this field blank if the object does not possess key descriptive data that can be readily sorted.

**Note:** This field can be very useful for archeology collections. It allows you to list distinguishing features of objects with the same name. For example, if you listed all the sherds in your collection by object name, every entry would be SHERD. Sorting on key descriptor data can help you distinguish between objects.

#### *Alternate Name (Alt. Name)*

User-built, stacked table (F5, Ctrl-F5, F12).

Use this field for local, regional, or typological names. This field provides a place to record other terms used to name the object.

Example: Object Name: SPEAR-THROWER  
Alternate Name: Atlatl

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *❖ Catalog Number (Catalog #)*

For NPS, this is a 3-part 12-character field (sortable by acronym and number). For DOI, this is a regular, unedited 60-character field. **To save the record, you must complete this field.**

NPS Catalog Number format:

Catalog #	PARK		
-----------	------	--	--

- a. The first part is the four-letter park acronym, in the form of "AAAA."  
(**Note:** The acronym will autofill from the record you were viewing when you began to Add a new record.)
- b. The second part is a collection designation. Leave this space blank if the park has only one collection.  
If the park has different units that have separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C. Only a few parks will use this designation. The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.
- c. The third part is the unique sequential number assigned to an object, for example, 9999999.

Example: SHEN 190  
COLOY 3456 [The Colonial NHP number contains a Y as a designation for the Yorktown collection.]

DOI Catalog Number format:

Catalog #	
-----------	--

Enter a catalog number using a standard format. The first part of the catalog number should be your unit acronym.

Example: BIA 2009.01.01

**Note:** The program will not allow you to enter a catalog number of "0" or a duplicate catalog number. After you enter the catalog number, it appears above the record in the upper right corner of each screen.

**Component Part**

4-character field in the form of "a-aa" that links to the Component Parts supplemental record.

Enter suffixes for component parts of objects that you consider to be a single unit, such as a basket and lid. Refer to *MH-II*, Appendix C, or to *MPH-II*, Appendix J, for a further explanation of component parts. This field is not frequently used for archeological objects.

Component part designations:

No. parts	Entry
2	a-b
3	a-c
26	a-z
27	a-aa
52	a-az
53	a-ba
78	a-bz

Enter descriptions of each component part in the Component Parts supplemental record. To access the supplemental record, click on the [Component Part](#) link, or tab to the link and press the Enter key. Refer to Section IV of Chapter 3 for information on the Component Parts supplemental record.

❖ **Accession Number**  
(Accession #)

For NPS, this is a 3-part 10-character field.

For DOI, this is a regular, unedited, 60-character field.

**To save the record, you must complete this field.**

NPS Accession Number format:

Accession #  -

- a. The first part is the four-letter park acronym, in the form of "AAAA."  
(**Note:** The acronym will autofill from the record you were viewing.)
- b. The second part is a hyphen, which distinguishes the accession number from the catalog number.  
(**Note:** The hyphen will autofill from the record you were viewing.)

If the park has different units with separate accession and catalog systems, enter a collection designation in the form of a letter, for example, A, B, C, in place of the hyphen. Only a few parks will use a collection designation. The Chief Curator must approve the designation. Review requests to use a designation with the Regional Curator. Send requests in writing to the Chief Curator, WASO.

- c. The third part is the 5-digit identification number assigned to an accession, for example, 99999. The program automatically pads the number with zeroes.

Example: YOSE-00311

JELAB00272 [The Jean Lafitte NHP accession number contains a B as a designation for the Barataria collection.]

DOI Accession Number format:

Accession #

Enter the number for the accession using a standard format. The first part of the accession number should be your unit acronym.

Example: BIA 2009.01

**Note:** The accession number links the catalog record to the Accession Records associated module. Refer to Section I of Chapter 4 for information on the Accession Records associated module. The accession record contains the Acquisition Type and Acquisition Date fields that appear on the Museum Catalog Record (NPS Form 10-254 or DOI CR Museum Catalog Record). To go to the accession record, click on the Accession link on the screen. You can view, add, or modify the accession record for the object you are cataloging. Click on Save and Close to return to the catalog record screen. You cannot view, add, or modify the other accession records in the module when you use this link.

❖ **Location**

Memo field (F12 to expand). History tracking field that links to the Location supplemental record. **To save the record, you must complete this field.**

Enter the physical storage location of the object, starting with the most general location. For example, enter the building number or name, room number, cabinet number, and the shelf number.

***Pad location numbers with zeroes if you want to sort by location. For example, use DR04 rather than DR4.***

Develop standardized terms and abbreviations for storage areas and use these consistently. Enter locations from general to specific. Separate entries with a space.

A list of recommended abbreviations:

HS	Historic Structure
BLDG	Building
RM	Room
CAB	Cabinet
FCAB	File Cabinet
FCDR	File Cabinet Drawer
MC	Map Case
C	Case
SEC	Section
SH	Shelf
R	Rack
BX	Box
DR	Drawer
U	Unit

Example: HS 1 RM 101 SH 5  
BLDG 18 RM 1 U 13

For objects stored outside the unit, enter the name of the institution where the objects are located, such as WACC or University of Texas.

**Note:** If objects are located in another institution, you can also enter the tracking number used by that institution.

Example: MWAC-254

The program allows you to track changes in location. If you modify a location, the program will include the location supplemental in the Track Changes window when you save the record (see Section D below). A history of location changes appears in the Location supplemental record.

Refer to Section XII of Chapter 3 for information on the Location supplemental record.

## ❖ *Object Status*

Bureau controlled table (F5). History tracking field that links to the Object Status supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify terms in this table.

Enter the current status of the object. Choose from the following options:

Deacc - Conveyance (Donation)  
Deacc - Destructive Analysis  
Deacc - Exchange  
Deacc - Involuntary Destruction  
Deacc - Loss  
Deacc - NAGPRA Compliance  
Deacc - Return to Rightful Owner  
Deacc - Theft  
Deacc - Transfer DOI  
Deacc - Transfer NPS  
Deacc - Transfer Other Federal Agency  
Deacc - Voluntary Destruction/Abandonment  
Draft Record  
Exhibit  
Exhibit - Incoming Loan  
Incorporated into Larger Archival Collection

Loan Out - Non-NPS (or Loan Out - Non-Bureau - Federal)  
Loan Out - Non-NPS - Non-Federal (or Loan Out - Non-Bureau - Non-Federal)  
Loan Out - NPS (or Loan Out - Bureau)  
Loan Returned  
Missing  
Record Inactive  
Removed - Non-Museum property  
Storage  
Storage - Incoming Loan  
Storage - Non-Bureau (not used for NPS)

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The program tracks changes in status but doesn't prompt you to enter a reason when you modify a status. A history of status changes appears in the Object Status supplemental record. You can go into the supplemental record and add a reason for status changes, if needed.

Refer to Section XIV of Chapter 3 for information on the Object Status supplemental record.

***Remember to update the Object Status field. The program pulls data for the CMR from this field and the Status Date field.***

#### ❖ *Status Date*

4-character numeric field. **To save the record, you must complete this field.**

Enter the 4-digit fiscal year for which the status applies.

Example: 1990  
2001

**Note:** The fiscal year runs from October 1 - September 30. The program uses the fiscal year to pull Object Status and Status Date data for the CMR.

#### ❖ *Item Count*

Straight entry numeric field. **To save the record, you must complete either the Item Count or the Quantity field.**

You must enter either an item count or a quantity (see the following field). There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow to use the calculator. (Press F4 to close the calculator.)

Enter 1 for a single object, even if the object has component parts. If the object is lot cataloged, enter the total number of objects in the lot. Refer to the *MH-II*, Appendix I, or the *MPH-II*, Appendix E, for information on cataloging lots.

Example: 1 basket with lid = 1 item  
100 beads = 100 items

When you enter an item count, the program automatically enters "EA" in the Storage Unit field. If you do not have an item count, leave the field blank.

#### ❖ *Quantity*

Straight entry numeric field with two decimal places. **To save the record, you must complete either the Item Count or the Quantity field.**

You must enter either an item count or a quantity (see the previous field).

There is a calculator linked to the field to help you calculate an accurate count or quantity. Click on the down arrow to use the calculator. (Press F4 to close the calculator.)

For bulk objects (objects that cannot be readily counted), enter the number of storage units, such as bag or box. If you enter a quantity, the Storage Unit field cannot be "EA." If you do not have a quantity, leave the field blank.

Example: 3 bags of sherds = 3.

#### ❖ *Storage Unit*

User-built table (F5, Ctrl-F5). Default value "EA" when the Item Count is greater than zero. **To save the record, you must complete this field.**

Enter the type of storage unit for bulk objects (objects that cannot be readily counted). This is the storage unit for the quantity. For example, the quantity for 3 bags of sherds is 3.0 and the storage unit is Bag.

Example: Bag  
Box

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

#### ❖ *Description*

Memo field (F12 to expand). The program will enter "Not Provided" if you do not complete this field.

Enter a description of the object. The description should provide enough information to identify the object from others. Enter the most distinguishing and significant features of an object. Do not use unauthorized abbreviations or codes.

You have completed the registration screen. Click on the Catalog tab or press Ctrl-N to go to the catalog screen.

#### 2. *How do I complete the data fields on the catalog screen?*

Follow the field-by-field instructions for completing the fields on the catalog screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.


**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

**Note:** Fields marked with a ❖ in this manual are mandatory fields. You must complete these fields.

### ***Manufacture Date (Manufact. Date)***

Flexible date field.


Enter the date(s) of manufacture. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.


### ***Use Date***

Flexible date field.

Enter the date(s) of use. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.

### ***Measurements***

Formatted memo field. Press F12, or right click and select zoom from the menu to expand the field, or click the icon  located in the field. The field will also expand as you begin to type.

The field will expand into four subfields: Dimensions, Weight, Volume, and Other. An underline separates the subfield entries on the screen.

See the *MH-II*, Appendix C, or the *MPH-II*, Appendix K, for instructions on standardized formats for recording measurements.

#### ***Dimensions (memo field):***

Enter the dimensions of the object. Use metric measurements. Do not convert English measurements from old catalog records.

The field contains space to enter both metric and English measurements.



***Weight (memo field):***

Enter the weight of the object. Use metric measurements. Do not convert English measurements from old catalog records. Weigh to the nearest 0.1 gram (g) or kilogram (kg).

The field contains space to enter both metric and English measurements.

***Volume (memo field):***

Enter the volume of the object. Use metric measurements.

The field contains space to enter both metric and English measurements.

***Other (memo field):***

Enter any other measurements for the object.

***Other Numbers***

Memo field (F12 to expand).

Record other numbers assigned to the object. If known, indicate a source for the other number.

**Note:** The archeology specialty screen contains separate fields for field specimen numbers and previous catalog numbers.

***Material***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the predominant materials from which the object is made.

To maintain consistent entries, develop a list of materials for the collection.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

***Maintenance Cycle  
(Maint Cycle)***

Straight entry numeric field.

Enter the cycle of years (up to 9.9 years) in which a condition check or preservation maintenance/treatment will be needed. You may enter one decimal place for a portion of a year. The year of initiation follows the slash (/).

Example: 5.0/1986 [entry for 5 years starting in 1986]

1.5/1990 [entry for 18 months starting in 1990]  
0.5/1994 [entry for 6 months starting in 1994]

Use the Maintenance associated module to describe the type of maintenance that the object needs. Refer to Section VI of Chapter 4 for information on the Maintenance associated module.

## ❖ Condition

Bureau controlled table (F5). History tracking field that links to the Condition Reports supplemental record. **To save the record, you must complete this field.** You may not add to, delete, or modify terms in this table.

Enter the condition of the object using one term from each of the two criteria groups:

### GROUP I

COM: Complete [100% of object present]  
INC: Incomplete [>50% and <100% of object present]  
FRG: Fragment [≤50% of object present]

### GROUP II

EX: Excellent [no damage or deterioration]  
GD: Good [minor damage and no active deterioration]  
FR: Fair [some damage and/or active deterioration]  
PR: Poor [significant damage and/or active deterioration]

<b><i>For Archival and Manuscript Collections use only the entries excellent, good, fair, and poor.</i></b>
---

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The program allows you to track changes in condition. If you modify a condition, the program will include the Condition Reports supplemental in the Track Changes window when you save the record (see Section D below). A history of condition changes appears in the Condition Reports supplemental record. Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.


## Condition Description (Cond Desc)

Memo field (F12 to expand). History tracking field that links to the Condition Reports supplemental record.

Enter detailed descriptive information on an object's condition.

## Artist/Maker

Repeating Formatted memo (F12 to expand)  
The table is linked to the Artist/Maker/ Eminent Figure associated module.

Use this field to record artists, makers, and manufacturers. Type in the field, press F12 or click the chart icon  to expand the field. The Artist/Maker – Repeating formatted memo screen appears.


Artist	Role
Adams, Ansel	Photographer

You can:

- add an artist/maker
- remove an artist/maker
- update the role of the artist/maker

***To add an artist/maker:***


Enter the last name, first name, and middle initial of the person or company that created or made the object.

As you type, the name will complete from an authority table of names in the Artist/Maker associated module. You can also press F5 or click the artist icon  to view and select names from the table.

To add an artist/maker to the table, right-click in the Artist field and choose Browse Authority Table or press Ctrl-F5. Click Add to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/Eminent Figure associated module.

The entry from the table will appear on the Artist/Maker expanded screen. Click Save and Close to add the entry to the field on the main screen.

**Note:** The link icon  next to the artist icon allows you to view the artist/maker record for your entry.

***To remove an artist/maker:***

Click Delete or press Ctrl-Delete. This removes the entry from the catalog record but not from the table.

***To update the role of the artist/maker:***

Click in the Role field next to the artist/maker name in the expanded Artist/Maker screen. This is a user-built table. As you type, the word will complete from an authority table of acceptable terms. Press F5 or click the down arrow icon to view and select terms from the table. (Press Ctrl-Delete to remove unwanted entries.) Role information will appear in the Artist/Maker field after the name entry. The entries are separated by an underline.

Example: Begay, Alice \_\_attributed

To add an entry to the table, right click in the Role field, select Browse Authority Table or press Ctrl-F5, then click [Add Term](#). After entering the term, click [Save Change](#). The entry you add will appear in the table. You can then select it from the table.

You can make multiple entries. On the expanded artist/maker screen, click [Append](#) or [Insert](#) and select another entry from the artist table. Click [Save and Close](#). The program will separate the artist entries with double bars ( || ).


Example: Ball, Alfred \_\_blacksmith ||Smith, John \_\_blacksmith

### ***Eminent Figure***

User-built, stacked table (F5, Ctrl-F5, F12) that links to the Artist/Maker/Eminent Figure associated module.


Enter the full name, last name first, of the eminent person(s) directly associated with an object through use or possession. To maintain consistent entries, develop a list of eminent figures related to the collection.

Example: Fewkes, Jesse Walter

As you type, the name will complete from an authority table of acceptable terms. Press the F5 key or click the artist icon  to view and select names from the table, or press F12 for an expanded field that allows you to enter terms from the table.

To add an artist/maker to the table, click the [Edit Authority Table](#) link on the expanded field or press Ctrl-F5. Click [Add](#) to add a new entry. The Artist/Maker/Eminent Figure screen allows you to enter information such as birth and death years, accomplishments, and nationality. The entry you add will appear in the table.

You can make multiple entries. Press F12 to expand the field. Then click the [Add](#) link or press the down arrow. Another line will appear below the first entry for you to select another entry from the table. When saved, a double dash -- separates entries.

**Note:** The link icon  next to the artist icon allows you to view the artist/maker record for your entry.

Refer to Section XI of Chapter 4 for information on the Artist/Maker/ Eminent Figure associated module.

### ***Eminent Organization (Eminent Org)***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the full organizational name of the eminent organization directly associated with an object. To maintain consistent entries, develop a list of eminent organizations related to the collection.

Example: School of American Research

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse

Authority Table or press Ctrl-F5, then click [Add Term](#). After entering the term, click [Save Change](#). The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the [Add](#) link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click [Delete](#) or press Ctrl-Delete to remove unwanted entries.

#### ❖ *Cataloger*

User-built table (F5, Ctrl-F5). **To save the record, you must complete this field.**

Enter the full name, last name first, of the person who cataloged the object.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.


Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click [Add Term](#). After entering the term, click [Save Change](#), then click [Select](#) to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

**Note:** Change this field only when you make a significant modification to the record. Do not change the cataloger for minor modifications to the record, such as location changes.

#### *Catalog Date*

Date field. (**Note:** This date field is not labeled on the screen).

Enter the numeric month, day, and full year that the object was cataloged. The program will autofill as you type. To view a calendar and select the date, click the calendar icon  and click on the day.


Example: 1/9/2006

#### *Identified By*

User-built, stacked table (F5, Ctrl-F5, F12) that links to the Names and Addresses associated module.

Enter the full name of the person, last name first, who identified the object.

Example: JONES, SARAH


As you type, the word will complete from an authority table of names in the Names and Addresses associated module. Press the F5 key or click the person icon  to view and select names from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify names in the table. To add a name to the table, right click in the field, and select Browse Authority Table or press Ctrl-F5, then click [Add Term](#). The Names and Addresses associated module screen will appear. Enter the name in the Name ID field and complete the other fields on the screen. You can also press F12, click on the [Edit Authority Table](#) link, and then click [Add](#). The entry you add will appear in the table. You can then select it from the table.

You can make multiple entries from the expanded field (F12). After entering the first name, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another name from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.


Refer to Section XII of Chapter 4 for information on the Names and Addresses associated module.

**Note:** The link icon  next to the person icon allows you to view the Names and Addresses record for your entry.

### *Identified Date*

Flexible date field. (**Note:** This date field is not labeled on the screen.)

Enter the date of identification. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers, for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.

### *Reproduction*

Bureau controlled table (F5). You may not add to, delete, or modify in this table.

Choose from the four entries in the table:

Original to Site  
Period Piece  
Reproduction  
Site-Associated

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

### *Catalog Folder*

Logical Y/N field.

Select "Y" (Yes) if a catalog folder exists for the object.

Select "N" (No) if there is no catalog folder for the object.

Refer to the *MH-II*, Chapter 3, Cataloging, or the *MPH-II*, Chapter 3, Cataloging, for information on catalog folders.

You have completed the catalog screen. Click on the Prov/Manf tab or press Ctrl-N to go to the provenience/manufacture screen.

### *3. How do I complete the data fields on the provenience/ manufacture screen?*

Follow the field-by-field instructions for completing the fields on the provenience/manufacture screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

**Note:** Fields marked with a ❖ are mandatory fields.

**❖ Related Collections  
(Related Collect)**

Memo field (F12 to expand).

Enter information on related collections.

Example: The local university also has a large collection of ceramics excavated from this site. The university excavated the site before it came into the National Park Service.

**Note:** Enter information on associated field records in this field.

**Site of Original Collection/Provenience Section:**

**❖ Field Site Number  
(Field Site #)**

Straight entry field. **To save the record, you must complete one of these fields: Field Site Number, Within Site Provenience, State Site Number, or Site Name.** The program will enter "Not Provided" if you do not complete one of these fields.

Record any field site number that the investigator assigned to the archeological site. This is the site from which the object was originally recovered.

**Note:** Do not record the state site number in this field.

Example: MEVE 15

**❖ Within Site Provenience  
(Within Site)**

Memo field (F12 to expand). **To save the record, you must complete one of these fields: Field Site Number, Within Site Provenience, State Site Number, or Site Name.** The program will enter "Not Provided" if you do not complete one of these fields.

Enter the specific within site collection provenience of the object.

Example: P5, L M7, D 25-29 = [Pit 5, Level M7, Depth 25 to 29 inches]

Use of the following abbreviations for archeological terms is recommended:

Alcove	ALC
Ashpit	ASHP
Backdirt	BKD
Bedrock	BDRK
Depth	D
Feature	FEAT
Firepit	FP
Floor	F
Floor Fill	FF
Grid square	GSQ
Hearth	H
Kiva	K
Level	L
Midden	MID
Mound	MD
Original Ground Surface	OGS
Present Ground Surface	PGS
Pit	P
Pithouse	PH
Plaza	PL
Posthole	PH
Room	R
Stratum	STRA
Structure	STRU
Subfloor	SF
Surface	SURF
Terrace	TERR
Testpit	TP
Square	SQ
Trashmound	TM
Trench	TR
Unit	U
Zone	Z

❖ *State Site Number*  
(State Site #)

Straight entry field. **To save the record, you must complete one of these fields: Field Site Number, Within Site Provenience, State Site Number, or Site Name.** The program will enter "Not Provided" if you do not complete one of these fields.

Enter the number assigned to the site within the relevant state archeological inventory. This is the site from which the object was originally recovered. If a state site number has not been assigned, enter "Unassigned".

Example: CA-MRN-14

*Place of Origin*  
(Origin)

Repeating formatted memo field.  
Begin typing, or press F12, or click the chart icon to expand the field. This field will expand into four subfields: City, County, State, and Country. When saved, an underline \_\_ separates terms, and double bars || separate rows. All subfields are user-built tables (F5, Ctrl-F5).

***City (user-built table):***

Enter the city, if known, from which the object was originally collected.



Example: Tuba City  
Redding

***County (user-built table):***

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, from which the object was originally collected.

Example: Coconino  
San Bernardino

***State (user-built table):***

Enter the state or province, if known, from which the object was originally collected. Use the two-letter US Postal Code when applicable. The program includes a table for all states. For countries other than the US, enter the corresponding legal jurisdiction area.

Example: AZ  
NM

***Country (user-built table):***

Enter the country, if known, from which the object was originally collected.

Example: USA

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

❖ ***Site Name***

Memo field (F12 to expand). **To save the record, you must complete one of these fields: Field Site Number, Within Site Provenience, State Site Number, or Site Name.** The program will enter "Not Provided" if you do not complete one of these fields.

Enter the distinctive name of the location where the material was collected.

Example: Flowerdew 100  
White Dog Cave

***UTM Coordinates  
(UTM Z/E/N)***

Straight entry numeric field.

Enter the UTM (Universal Transverse Mercator Grid) coordinates for the collection site, if the collector provides these data. You cannot enter characters. The field is divided into three parts separated by slashes (/):

- a. UTM Zone = 2 numbers
- b. Easting = 6 numbers
- c. Northing = 7 numbers

Example: 05/291000/4264000 [entry for UTM zone 5, 291000E, 4264000N]

#### *Latitude and Longitude (Lat Long N/W)*

Formatted Memo field (F12, begin typing, or right click and zoom to expand the field).

The field will expand into seven subfields: Latitude/Longitude, Latitude Degree, Latitude Minutes, Latitude Seconds, Longitude Degree, Longitude Minutes, and Longitude Seconds. An underline separates the subfield entries on the screen. A slash separates Latitude from Longitude.

Enter the standard latitude and longitude for the collection site, if the collector provides these data.

Latitude/Longitude: Memo field (F12). This field holds straight entry latitude/longitude data if you choose to enter it. You should enter the data into the appropriate fields for degree, minutes, and seconds.

The other subfields are formatted as follows:

Latitude Degree = 2 numbers  
 Latitude Minutes = 2 numbers  
 Latitude Seconds = 2 numbers  
 Longitude Degree = 3 numbers  
 Longitude Minutes = 2 numbers  
 Longitude Seconds = 2 numbers

Precede numbers of less than two or three digits with a zero.

Example: 38 \_\_30 \_\_15/118 \_\_22 \_\_30 [entry for 38 30' 15" N, 118 22' 30" E]

#### *Township/Range/Section (TRS)*

Formatted memo field (F12, begin typing, or right click and zoom to expand the field).

New records should have UTM or Lat/Long data. Use TRS data only if UTM or Lat/Long data are not available.

The field will expand into nine subfields: Township, Range, Section, three Quarter/Half subfields, and three Quad Map subfields. When closed, a space-underscore-underscore separates the subfield entries on the screen.

Enter the township, range, and section of the collection site, if the collector provides these data. The subfields are formatted as follows:

Township = T. + 3 numbers and 1 character  
 Range = R. + 4 numbers and 1 character  
 Section = Sec. + 2 numbers

Example: T.20 N. \_\_R.118 W. \_\_Sec. 5.

Enter the appropriate Quarter abbreviation (NE, NW, SE, or SW), or 1-letter abbreviation for Half-sections (N, S, E, or W).. A quarter section in the government system of land surveying in the U.S. and Canada is a tract of land half

a mile square that contains 160 acres (648) hectares). Enter the quarter and/or half sections in order from largest to smallest. Enter the quarter and/or half sections in order from largest to smallest.

Example: NW 1/4 (160 acres)  
SE 1/4 (40 acres)  
N 1/2 (20 acres)

Enter quadrangle map information if available. Enter the quad map name. Enter the quad map scale by selecting from the authority table of standard USGS map scales. Enter the year of the quad map.

## ***Reference Datum***

User-built authority table (F5, Ctrl-F5)

Enter the reference datum for the specimen by choosing an entry from the table. All coordinate data such as UTM or longitude and latitude used to identify the spatial coordinates of a locality must be referenced to a datum. This information may be obtained while using a Global Positioning System (GPS) or from the map that is used to determine the coordinates. NAD 27, NAD 83, and WGS 84 are commonly used.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. Click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

## ***Site of Manufacture Section:***

### ***Place of Manufacture (Place of Manuf)***

Repeating formatted memo field.

Begin typing, or press F12, or click the chart icon to expand the field. The field will expand into four subfields: City, County, State, and Country. When saved, an underlines \_\_ separates terms, and double bars || separate rows. All subfields are user-built tables.

### ***City (user-built table):***

Enter the city, if known, where the object was manufactured.

Example: Santa Fe  
London

### ***County (user-built table):***

Enter the county, parish, or other legal jurisdictional unit (recognized by the US Postal Service), if known, where the object was manufactured.

Example: Montgomery  
Alameda

***State (user-built table):***

Enter the state, if known, where the object was manufactured. Use the two-letter US Postal Code. The program includes a table for all states. For objects manufactured in countries other than the US, enter the corresponding legal jurisdiction area.

Example: CA  
Ontario

***Country (user-built table):***

Enter the country, if known, where the object was manufactured.

Example: USA  
France

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

To enter multiple rows in the repeating formatted memo, click Insert or Append. Insert will place a new row above the currently selected row. Append will add a new row to the bottom. To delete a selected row, click Delete. Click Save and Close when finished.

***Other Manufacturing Site  
(Other Mfg Site)***

Memo field (F12 to expand)

Enter information about the location of manufacture that you have not entered in the preceding data fields.

Example: Keams Canyon Trading Post  
Wedgewood Factory

***Historic/Cultural Period  
(Hist/Cult Per)***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter a distinctive stylistic or historical period. If you enter a Historic/Cultural Period, you should also enter the dates for the period in the Manufacture Date field, if known. To maintain consistent entries, develop a list of periods for the collection.

Example: Hohokam  
Anasazi

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *Cultural ID*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the material or the person(s) or group who manufactured the object.

Example: Pueblo

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *NAGPRA*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the NAGPRA status of the object or material. The table includes the following entries:

- Associated Funerary Objects
- Human Remains
- Objects of Cultural Patrimony
- Sacred Objects
- Unassociated Funerary Objects

For definitions of these entries, refer to the law or other NAGPRA guidance.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

#### *Culture of Use (Cult. of Use)*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the cultural affiliation of the person(s) who used the object.

Example: Athabaskan

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

You have completed the provenience/manufacture screen. Click on the Archeology tab or press Ctrl-N to go to the archeology screen.

#### *4. How do I complete the data fields on the archeology specialty screen?*

Follow the field-by-field instructions for completing the fields on the archeology specialty screen. The instructions for each field are on the left side of the screen as you add or modify a record. Remember to press the Tab key to move out of a field.

**Note:** If you do not see the field help on the screen, go to View on the menu bar, go to Navigation Pane Options, and select Field Help.

**Note:** None of the fields on this screen are mandatory for archeology records.

### Revised Nomenclature (Revised Nomen)

Bureau controlled, stacked table (F5, F12).

Enter a classification term or object term from the *Nomenclature 3.0 for Museum Cataloging: Third Edition of Robert G. Chenhall's System for Classifying Man-Made Objects (Nomenclature 3.0)* lexicon. The entry can provide additional information on the use and function of historic archeology material.

Example: Household Accessory  
AX, ICE

Begin typing or click the down arrows icon to expand the field. As you type in the expanded window, the lexicon Term Selector window will open. Continue typing until the term you want is selected or scroll through the lexicon table to locate the term. Press Enter or click Select to choose the term. Click Save when finished.

You can make multiple entries. After entering the first term, click the Add link in the expanded field or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

### Previous Catalog Number (Prev Catalog #)

Memo field (F12 to expand).

Enter any previous catalog number(s) assigned to the object. If known, indicate the institution that assigned the number.

Example: T69/12  
UNM.749

### Field Specimen Number (Fld Specimen #)

Memo field (F12 to expand).

Enter the field specimen number assigned to the object. If known, indicate the source of the field specimen number by entering the name of the person who assigned it.

Example: FS 223, I.D. Jones 2001  
JB13

***Manufacturing Technique  
(Manufact. Tech)***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the manufacturing processes, methods and techniques used to make the object.

Example:   blown in the mold  
              woven  
              hand-wrought

To maintain consistent entries, create a table of manufacturing techniques relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

***Decorative Technique  
(Decorative Tech)***

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the processes used to apply a decoration to the object.

Example:   incised  
              stamped  
              painted  
              transfer print  
              cord impressed

To maintain consistent entries, create a list of decorative techniques relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An



additional field appears below the first entry for you to select another term from the table. When saved, a double dash -- separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

*Decorative Motif*  
(Decor Motif)

Memo field (F12 to expand).

Enter the decorative motif(s) present on the object.

Example:   repeating concentric circles  
              floral  
              scalloped  
              anthropomorphic figures

*Color*

User-built, stacked table (F5, Ctrl-F5, F12).

Enter the color(s) of the object. Refer to the Munsell Color Chart.

Example:   orange  
              brown

To maintain consistent entries, create a table of colors relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash - - separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

*Makers Mark*  
(Maker Mark)

Memo field (F12 to expand).

Enter the distinguishing maker's mark or labels found on the object. Include a description of the appearance of the mark if needed.

Example:   White Hogan symbol  
              Wedgewood  
              Mason's Ironstone  
              Pittsburgh Glass

*Temper*

User-built, stacked table (F5, Ctrl-F5, F12).

Use this field for ceramics only. Enter information on the aplastic substances in the body of a ceramic object that serve to modify the properties of the clay before, during, and after firing. It is not always possible to determine whether or not these inclusions were purposefully added.

Example:     grit (crushed stone)  
              plant fibers  
              shell  
              grog (crushed pottery)

To maintain consistent entries, create a table of tempers relevant to the material at the site.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change. The entry you add will appear in the table. You can then select it from the table. The expanded field (F12) also allows users to add, delete, and edit.

You can make multiple entries from the expanded field (F12). After entering the first term, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another term from the table. When saved, a double dash - - separates entries.

Click Delete or press Ctrl-Delete to remove unwanted entries.

### *Object Part*

User-built table (F5, Ctrl-F5).

Enter the appropriate term for the part of the object that is present. Do not use this field for objects that are complete.

Example:     lid  
              handle  
              rim  
              neck  
              lock (gun)

To maintain consistent entries, create a table of object parts that are relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

### *Object Form*

User-built table (F5, Ctrl-F5).

Enter the form or shape that describes the object. Form can be based on use or on geometric shape.

Example:     ovoid  
              cylindrical  
              bowl  
              plate

To maintain consistent entries, create a table of object forms relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

### ***Type Name***

User-built table (F5, Ctrl-F5).

Enter a published or generally accepted name for a group or class of artifacts that has been defined as having internal consistency. The type name distinguishes the group from other groups of similar artifacts.

Example:     Mesa Verde black on white  
              Rhenish stoneware  
              Clovis

To maintain consistent entries, create a table of type names relevant to the material at the unit.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

### ***Figured Specimen/Object***


Y/N logical field that links to the Publication Citation supplemental record.

Select "Y" (Yes) if the specimen/object is illustrated in a publication.

After "Y" (Yes) is entered, press the tab key to activate the Figured Specimen link to the Publication Citation supplemental record. New records must be saved before supplemental records can be accessed. Click the link to access and complete the supplemental record to note publications in which the object is illustrated.

Refer to Section XVIII of Chapter 3 for information on the Publication Citation supplemental record.

### ***Collector***


Formatted memo field. Press F12, or right click and select zoom from the menu to expand the field, or click the formatted memo icon  located in the field. The field will also expand as you begin to type. The field will expand into two

subfields: Collector and Collection Date. An underline separates the subfield entries on the screen.

***Collector (user-built, stacked table that links to the Names and Addresses associated module):***


Enter the full name of the person, last name first, who collected the material.

Example: JONES, ROBERT M.

As you type, the word will complete from an authority table of names in the Names and Addresses associated module. Press the F5 key or click the person icon  to view and select names from the table, or press F12 for an expanded field that allows you to enter terms from the table.

Users with the appropriate security rights can add, delete, or modify names in the table. To add a name to the table, right click in the field, and select Browse Authority Table or press Ctrl-F5, then click Add Term. The Names and Addresses associated module screen will appear. Enter the name in the Name ID field and complete the other fields on the screen. You can also press F12, click on the Edit Authority Table link, and then click Add. The entry you add will appear in the table. You can then select it from the table.


You can make multiple entries from the expanded field (F12). After entering the first name, click the Add link or press the down arrow on the keyboard. An additional field appears below the first entry for you to select another name from the table. When saved, a double dash - - separates entries. Click Delete or press Ctrl-Delete to remove unwanted entries.

**Note:** The link icon  next to the person icon allows you to view the Names and Addresses record for your entry.

Refer to Section XII of Chapter 4 for information on the Names and Addresses associated module.

***Collection Date (flexible date field):***

Enter the date(s) on which the collector collected the material. Enter the most complete date possible and the full year.

You can enter the date directly, or press F12 or click the calendar icon  for the flexible date entry screen. The flexible date entry allows you to enter a beginning and ending date by century or year, month, and day. It includes a user-built table of modifiers for entries such as "circa." Refer to Chapter 1, System Basics, for additional instructions on flexible date fields. Use of the flexible date screen is optional.

You have completed the archeology screen. Click on the Unit tab or press Ctrl-N to go to the unit screen.

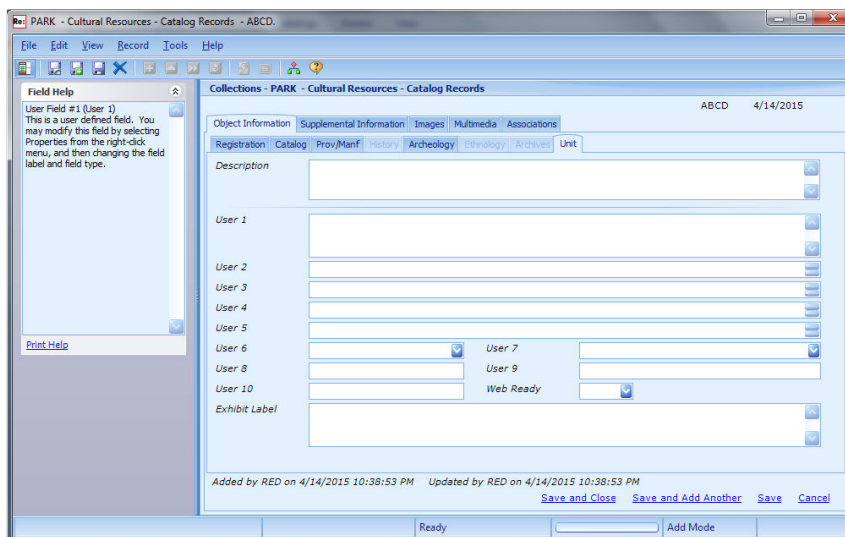
**5. How do I complete the data fields on the unit screen?**

There are ten user-defined fields on the unit screen. Enter data in these fields that are unit-specific and that do not fit on the other four screens.

**Note:** All disciplines in the CR directory share the ten unit fields. You may want, or need, to reserve some user fields for ethnology, history, and/or archival records.

In addition, there are two fields used by the Web Catalog. Refer to Appendix X in

this manual for further information about the Web Catalog.



If you are authorized, you may modify each field by right clicking and selecting Properties. In the Field Properties screen, click the modify button or select Modify This Record from the Edit menu. Then, select the Default Label/Help tab. Change the label and field type as needed.

Example:     Field Label = Weather  
              Field Type = Memo

Refer to Chapter 1, System Basics, for additional information on defining user fields and a description of field types.

### *Web Ready*

#### Y/N logical field

Select "Y" (Yes) if the catalog record is ready for publication on the Web Catalog.

Records published on the Web Catalog should be accurate and complete. Check the records for typographical errors. Use the Exhibit Label field to include enough detail to allow the general public to understand the nature and significance of the object. A high-quality image of the object is recommended.

Do not mark as Web Ready any records for deaccessioned objects, returned loans, or draft status records. Do not mark as Web Ready any records for objects on loan from non-bureau sources. Do not mark as Web Ready any records for human remains, or NAGPRA materials.

The Web Catalog will publish only Web Ready records. You can update the Web Ready field for groups of records by selecting the records and using the Modify All option on the Edit menu.

The Web catalog does not display sensitive data such as object location, site of provenience, or value.

### *Exhibit Label*

Memo field (F12 to expand, or right click and zoom).

Use the Build Exhibit Label function on the Edit menu to select fields to include in the Exhibit Label field. Then use Modify All Records on the Edit menu, and enter {exhibit label} in the Exhibit Label field to automatically complete this field for groups of records. See Appendix X: Web Module for information on the Build

Exhibit Label function.

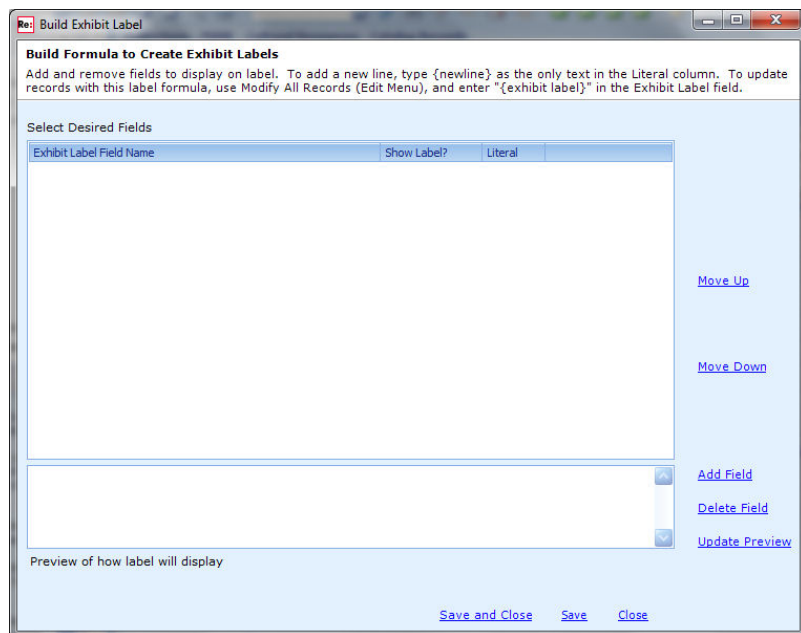
You may also complete this field manually. Enter a description of the object suitable for public display in a physical or web-based exhibit. You may also paste in label text from other sources such as on-line exhibits or electronic documents.

6. *How do I use the Build Exhibit Label function?*

The Build Exhibit Label function lets you select fields to include in the Exhibit Label field on the Unit tab of the catalog record. You can then use Modify All Records to automatically complete the Exhibit Label field for groups of catalog records. It is only available for Cultural Resources and Natural History catalog records.

To use the Build Exhibit Label function:

- From the Catalog Record screen in either your CR or NH directory, go to the Edit menu and select Build Exhibit Label.



- Click Add Field at the lower right to add a field selection row to the desired field list.



- Click the pull-down in that row to select the field to include in the exhibit label.
- If you wish to show the field label for this field, check the Show Label? box.
- To include a hard return after a field, enter {newline} in the Literal column for

that field. You can also use the Literal column to add punctuation between fields.

- Continue using Add Field and making your selections until you have all the desired fields in the list.

Note that the box at the bottom of this screen shows how the label will display in the Exhibit Label field.

Exhibit Label Field Name	Show Label?	Literal
Object, Object	<input checked="" type="checkbox"/>	{newline}
Description	<input checked="" type="checkbox"/>	{newline}
Measurements	<input type="checkbox"/>	{newline}
Artist/Maker	<input checked="" type="checkbox"/>	

Object, Object: [Object, Object]  
Description : [Description ] [Measurements ]  
Artist/Maker : [Artist/Maker ]

- To remove a field from the list, highlight the row and click Delete Field
- To change the order of the fields, highlight a row in the list and use the Move Up and Move Down links.
- Click Update Preview to refresh the layout preview whenever you have made changes to the field list.
- When you have finished selecting and arranging the fields for the exhibit label, click Save and Close.

You are now ready to automatically update the Exhibit Label field on your selected catalog records as follows:

- Select a subset of your records by either activating a tag set, filter or highlighting multiple records in the List Pane.
- From the Edit menu, select Modify All Records.
  - In the Modify All wizard, click Next
  - Select whether to update records of a specific discipline or all disciplines. Click Next.
  - Select the Unit tab and enter {exhibit label} in the Exhibit Label field. Note: you must include the brackets.

- Click Next
- Verify that it will be updating the Exhibit Label field with the indicated value and click Finish.

All the selected records will now have the Exhibit Label field completed with the fields you selected in the Build Exhibit Label function.

You can change the fields in the Build Exhibit Label function at any time and update other records or the same records using the above steps.

## D. Saving the Record

1. *What is the Track Changes screen that appears when I save a catalog record?*

When you save a catalog record, the program will prompt you for information to track location, condition, and catalog notes for the object. The system will create supplemental records from the information you provide. The supplemental records allow you to see on one screen all the changes in location, condition, and cataloging activity for the object.

You may choose not to create the supplementals and still save the record. This saves a small amount of time when entering or modifying records. However, the benefits of having location, condition, and catalog activity histories outweigh the time it takes to create them. Taking advantage of this feature in the program is highly recommended.

When creating a supplemental for tracking, you have the choice of accepting the default entries on some fields in the supplemental, or manually updating the supplemental fields.

To not create a supplemental, click the Do Not Update box on the supplementals you do not wish to create.

Click OK to save the entries from the Track Changes screen in the supplemental records.

***Do not click the Cancel link here or you will cancel the entire record, not just the supplemental update.***



2. *How do I complete the condition tracking supplemental?*

If you add or change a condition in the Condition or Condition Description fields, the program will include the Condition Reports supplemental in the Track Changes screen when you save the record. Complete the Condition Reason field manually. The Condition Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the condition.

Example: Water Damage  
Conservation

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

You can also change the Date and/or Condition Description if needed. These fields are set to use automatic values. To change the entries, select “Manually update value” from the pull down menu next to the field.

**Note:** The entry from the Condition Description field appears on the update screen. If you have no entry in the Condition Description field, the field on the prompt screen will be blank. You can enter a condition description on the prompt screen, but it will not transfer back to the catalog record.

Refer to Section V of Chapter 3 for additional information on the Condition Reports supplemental record.

3. *How do I complete the location tracking supplemental?*

If you add or change a location, the program will include the location supplemental in the Track Changes screen when you save a record. Complete the Location Reason field manually. The Location Reason field is a user-built table (F5, Ctrl-F5). Enter the reason for the location.

Example:     Storage  
              Summer Exhibit

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

**Note:** For permanent locations, enter "Permanent Location" in the Location Reason field. This entry will allow you to print an Object Temporary Removal Slip (Form 10-97) to document removal from a permanent location.

You can also change the Authorized by and Start Date if needed. These fields are set to use automatic values. To change the entries, select "Manually update value" from the pull down menu next to the field.

Refer to Section XII of Chapter 3 for additional information on the Location supplemental record.

4. *How do I complete the catalog notes tracking supplemental?*

If you add or change a catalog record, the program will include the Catalog Notes supplemental in the Track Changes screen when you save the record. All entries are autofilled from the previous data entry session. To change the entries for any of the fields, select "Manually update value" from the pull down menu next to the field.

The Cataloger field is a user-built table (F5, Ctrl-F5). Enter the last name of the cataloger.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

Users with the appropriate security rights can add, delete, or modify terms in the table. To add an entry to the table, right-click in the field and select Browse Authority Table or press Ctrl-F5, then click Add Term. After entering the term, click Save Change, then click Select to enter the term in the field.

Press Ctrl-Delete to remove unwanted entries.

**Note:** The name you enter at the prompt does not change the name in the Cataloger field on the record.

The Level field is a Bureau controlled table (F5). You may not add to, delete, or modify terms in this table.

Choose from the entries in the table as defined below:

**Catalog** - you have completed all fields for which there is information.

**Minor Change**- you have made minor changes, such as spelling corrections or location changes.

**Recatalog** - you have made substantial changes to the data, such as changes in date, classification, and object name.

**Registration** - you have completed only the registration screen and mandatory fields on the other 3 screens.

As you type, the word will complete from an authority table of acceptable terms. Press the F5 key or click the down arrow icon to view and select terms from the table.

The Notes field is a Memo field (F12 to expand). You may also want to enter notes on the cataloging activity at this time.

Refer to Section III of Chapter 3 for additional information on the Catalog Notes supplemental record.

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## E. Supplemental Records

1. *How do I complete the supplemental records that are associated with an archeology record?*

Refer to Chapter 3, Supplemental Records, for instructions on completing the supplemental records. Use these records to enter data on appraisals, component parts, images, preservation work, provenance, related databases, research notes, significance, and publication citations.

The program creates the supplemental records for catalog notes, condition reports, location, and object status when you save a record. See Section D above. The program will prompt you for information, such as the level of cataloging, or the reason for the location. When you complete the information, the program saves it as a supplemental record.


**Note:** The program creates the Object Status supplemental record, but the program does not prompt you for information to complete the record.

2. *What supplemental records are created automatically by the program?*

The program automatically creates supplemental records for deaccessions, exhibits, restrictions, loans in, loans out, inventory history and maintenance. Each of these supplemental records has a corresponding associated module. When you create a record in the associated module, such as an outgoing loan record, you can attach catalog records to it. The program will then automatically create supplemental records for each attached catalog record or in the case of the inventory history supplemental, when a catalog record is included in an inventory sample generated by the inventory module.

Refer to Chapter 4, Associated Modules, for instructions on completing records in the associated modules. Refer to Appendix I: AIP for instructions on generating and completing an inventory.

3. *How do I know whether a supplemental record contains information?*

The supplemental records are located on the Supplemental Information tab on the Object Catalog Record. When you look at the list of supplemental records, a flag icon  marks the records that contain information.

REASON	BASIS	VALUE	DATE	NOTES
ACCESSION		0.00	4/1/1988	
SURVEY		0.00		

## F. Printing the Record

Refer to Chapter 5, Printing and Reports for additional information.


### 1. How do I print a catalog record?

There are three ways to print the information in a catalog record:

*NPS Form 10-254 (selected fields)*  
or  
*DOI CR Museum Catalog Record*

The NPS Form 10-254 or the DOI CR Museum Catalog Record print on blank paper. (Note: The NPS Form 10-254 is the same as the preprinted NPS Form 10-254.)

To access and print either the NPS Form 10-254 or the DOI CR Museum Catalog Record, follow these steps in View Mode:


- click on the Proficio Reports icon  on the button bar, or
- go to Record on the menu bar and choose Reports from the pull-down menu. Select Proficio Reports from the submenu.

- select 10-254 CR Museum Catalog Record or DOI CR Museum Catalog Record to print the cultural resources catalog record

- select Run for Current Record Only or Run for All Visible Records. You can print one record or a group of records. Refer to Chapter 7 for creating groups of records.
- Click the Print button in the Preview window.

### *Full View*

To print the record in Full View:

- click the Full View icon  on the button bar
- choose to print the Current Record or All Visible Records,
- select whether to Show Pictures, Show Supplementals and/or Show Blank Fields by checking the appropriate boxes,
- click Select,
- click the Print button in the Full View window.

### *2. Must I print a catalog record?*

No. Printing catalog records at the unit is optional.

For NPS, you must submit electronic records on a fiscal year basis to the NPS National Catalog in Harpers Ferry, West Virginia. NPS National Catalog staff will print an archival copy of the 10-254 for storage there. Upon your request, the National Catalog staff will print paper copies of 10-254s for your park.

